

# INSTRUCTION MONITORING FORM

(For use of this form, see USAARMC Reg 350-2)

INSTRUCTOR:				DATE:			
COMMAND/DEPARTMENT:				LOCATION:			
LESSON TITLE:				FILE NUMBER:			
LENGTH OF UNIT:	TASK(S) MONITORED:	ADVANCED SHEET ATTACHED:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

## 1. TRAINING ENVIRONMENT

a. Number of Assistant Instructors: _____	<i>COMMENTS (use plain bond paper if additional space is needed)</i>
b. Number of students: _____	
c. Was sufficient space provided for number of students?	
d. Were sufficient materials provided for number of students?	
e. Was the training location free of noise distractions and interruptions?	

## 2. LESSON INTRODUCTION OVERVIEW

a. Were objectives communicated to students?	
b. Were students given a job related statement?	
c. Were procedures given?	
d. Were pretests administered before class?	

## 3. EXPLANATION, DEMONSTRATION, AND PRACTICE

a. Were technical terms explained?	
b. Did instructor answer questions in a way students could understand?	
c. Was any material presented that was not linked to the objective?	
d. Was a demonstration given on how to perform task(s)?	
e. Was demonstration presented using a step-by-step procedure?	
f. Were critical steps emphasized?	
g. Were safety precautions emphasized?	
h. Was need-to-know information emphasized?	
i. Was nice-to-know information emphasized?	
j. Were students encouraged to ask questions?	
k. Were job aids introduced as part of instruction?	
l. Were basic rules presented before exceptions?	

	COMMENTS (use plain bond paper if additional space is needed)
m. Did training simulate job performance?	
n. Was content of instruction logically sequenced?	
o. Were students required to actively participate?	
p. Was assistance given when needed?	
q. Were errors immediately corrected?	
r. Did practice simulate job performance?	
s. Was opportunity for remedial/additional training provided?	
t. Were students critiqued on their performance?	
4. GENERAL PERFORMANCE	
a. Did instructor follow instructor guide/lesson plan?	
b. Did lesson start and stop on time?	
c. Were training materials/handouts called for in the lesson used?	
d. Were students required to perform the objectives?	
e. Was adequate time provided for students to learn and accomplish the objectives?	
f. Did instructor demonstrate a positive attitude?	
g. Were periodic breaks provided?	
h. Could students see training aids?	
i. Could students hear instructor?	
j. Did the students learn the task(s) to the prescribed standards?	
5. MEDIA	
a. Were audiovisual materials called for in lesson used?	
b. POI hours of instruction: (1) Computer assisted instruction. _____ (2) TV. _____ (3) Simulation. _____ c. Hours observed in class: (1) Computer assisted instruction. _____ (2) TV. _____ (3) Simulation (include nomenclature of simulator). _____	